

Allow-listing Chronus Emails

ALLOW-LISTING CHRONUS

Allow-listing is the act of specifying a specific user email account or email domain to ensure that you receive emails from the allow-listed email accounts or domains.

Directions for Outlook link

Directions for Gmail link

OUTLOOK (MICROSOFT)

In Outlook, allow-listing is referred to as adding a user or email domain to your Safe Senders list. This document provides step-by-step instructions on how to add Chronus to your Safe Senders list in Outlook.

STEP ONE

- □ Open your Outlook email client and Navigate to the **Home** tab at the top.
- Click the **Junk** drop-down menu, then click **Junk E-mail Options...**





STEP TWO

□ Navigate to the **Safe Senders tab** at the top, then click the **Add...** button.

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FILE	Junk E-mail Op	itions -	×	
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STEP THREE

- □ In the box that appears, **copy and paste** "@chronus.com" *without the quotes* into the box, then click **OK**.
- □ Click **OK** again to return to the Outlook email client. You should now receive Chronus emails without having to worry about them appearing in your Junk or Clutter folders!

03	÷ ÷	Inbox Outlo
FILE	Junk E-mail Options -	×
New Email	Options Safe Senders Safe Recipients Blocked Senders Internation E-mail from addresses or domain names on your Safe Senders Liswill never be treated as junk e-mail. Safe Senders Liswill never be treated as junk e-mail.	nal pve to: ? ▲ Move Manager ▼ 完 Rules am Email ▼ ♪ OneN Duick Steps 5 Move
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4	Add address or domain Ye Enter an e-mail address or Internet domain name to be added to the list	ns from the How-To Geek team
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GMAIL (GOOGLE)

In Gmail, allowlisting is referred to as creating a filter rule for your incoming email. This document provides step-by-step instructions on how to create a filter for incoming emails from the Chronus software.



STEP ONE

□ At the far-right end of your Search bar at the top of your screen, click the down arrow to open your search options

Q Search mail

STEP TWO

□ Type (or copy and paste) the following onto the line to the right of **From**: *@chronus.com

From *@chronus.com

STEP THREE

□ In the bottom-right corner of the box, click **Create filter**

Q Search mail				
From	*@chronus.com			
То				
Subject				
Has the words				
Doesn't have				
Size	greater than	MB 👻		
Date within	1 day 🗸			
Search	All Mail	-		
🔲 Has attach	ment 🔲 Don't include chats			
		Create filter Search		

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STEP FOUR

Tick the checkbox next to Never send it to Spam, then click the drop-down menu to the right of Categorize as: and select Primary; these two options ensure that emails from Chronus will never go to Spam, nor into any of the "hidden" folders provided by Gmail, such as the Social or Promotions folders

Q	from:(*@chronus.com)	×
~	When a message arrives that matches this search:	
	Skip the Inbox (Archive it)	
	Mark as read	
	Star it	
	Apply the label: Choose label 👻	
	Forward it add forwarding address	
	Delete it	
\checkmark	Never send it to Spam	
	Always mark it as important	
	Never mark it as important	
~	Categorize as: Primary	
	Also apply filter to 28 matching conversations.	
No	te: filter will not be applied to old conversations in Spam or Trash	
?	Learn more Create	filter

STEP FIVE

 $\hfill\square$ Click the **Create filter** button to finish

Note: all previous emails from Chronus will not be moved to your Inbox—this would need to be done manually



You can double-check to make sure that the filter is set up properly by clicking the Gear icon () on the farright side of your screen, just above the first email listed in your inbox, then click **Settings**

Click the **Filters and Blocked Addresses** tab and ensure that your filter rule for Chronus matches the filter rule shown in the image below:

Settings					
General	Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons
The following filters are applied to all incoming mail:					
	Matches: fror Do this: Never	n:(*@chronus.com) r send it to Spam, Categor	ize as Primary		